

## **Carver Career and Technical Education Center**

### **Plan for Maintaining, Replacing, and Disposing of Obsolete Equipment**

#### **Objective**

In order to ensure that Carver Career and Technical Education Center (CCTEC) runs smoothly, a plan has been created that facilitates equipment maintenance, replacement, and disposal. The primary objective is to provide up-to-date and properly functioning equipment readily available to students and staff.

#### **Activities to Achieve the Objective**

**Maintenance:** A routine, monthly check of the facility and all custodial equipment, including fire maintenance, is conducted by janitors; electronics and shop equipment are checked and cleaned routinely by students and teachers; all equipment is tracked, checked, and accounted for at the end of each school year.

**Replacement:** Purchasing of new equipment is decided upon in annual budget meetings and in advisory council meetings. Teachers prepare reports stating the cause and effect of new purchases. The county school system has a list of equipment providers for the school to use. Purchases outside of these providers may be put out to bid. All new equipment is entered into the school tracking program and placed into the school equipment inventory log. Postsecondary programs can use the CTE Equipment Replacement Grant provided by the state to maintain, update, or purchase new equipment. Program modernization grants are available through the West Virginia Department of Education and require matching funds from sources outside the school system. Instructors are encouraged to apply for these grants.

**Disposal:** Damaged or obsolete equipment is sent to a central collection agency, Crede, within the county school system once it has been removed from the school's inventory lists. Any equipment which can be salvaged is sold at a yearly auction, which brings revenue into the county school system. (Please see further steps for implementation of equipment disposal in #5, below.)

#### **Steps for implementation of the Program Modernization Grant are as follows:**

1. The WVDE receives an annual state legislative appropriation for CTE program modernization. Requests for proposals are sent to the Career and Technical Education Centers in March and must be completed and submitted by May 1 (date is subject to change). In order to maximize the impact of these funds, an important criterion is the availability of matching funds from

sources outside the school system. Particular weight is given to those matching funds that represent new funding sources developed by the school system with the business/industry/labor community, foundations, organizations, and associations. Another important factor is the targeting of programs that lead to employment in high-demand/high-wage occupations. Proposals that emphasize innovation and substantive change from the status quo are given the most favorable consideration.

2. An allocation from State CTE funds are allocated for the sole purpose of equipment modernization and replacement. These funds can be used only if the equipment is purchased for exclusive use by students. Replacement equipment funds may also be used for repairs and hand tools. Funds are distributed by a formula that is based upon the share of the state's total value of CTE instructional equipment. Monies are distributed quarterly based upon the availability of funds. Equipment funds may be carried over from one fiscal year to the next without penalty. Carryover funds should be spent first.

3. Equipment with an original cost exceeding \$5,000.00 on an individual basis that is purchased with technical and adult education funds must be included in the property record as a fixed asset on the inventory system with the Kanawha County Schools Technology Department. Five thousand dollars is the Capitalization Level set by the State.

4. The institution may select a control level below \$5,000.00 and this is strongly recommended for CTE equipment. It allows for monitoring for internal theft and provides documentation for insurance purposes if the equipment is taken or destroyed as part of a break-in. An inventory that includes items with this lower optional value and their estimated date of obsolescence is also valuable in planning budgets.

5. No equipment of any value purchased in part or in whole by federal and state CTE funds shall be disposed of in any manner other than,

- a. Offer the equipment to another CTE program within the facility at no cost,
- b. Offer the equipment to another CTE program at no cost,
- c. Contact the appropriate program coordinator in the Office of Career and Technical Instruction and ask him/her to offer the equipment to other CTE programs within the state at no cost.

If none of these entities request the equipment, a request for disposal is presented to the Maintenance Department located at Crede, where a yearly equipment auction is held, open to the general public.

**Personnel Responsible for Overseeing Plan**

Computer Specialist

Principal  
Instructors  
Janitors  
Maintenance Department  
Kanawha County Schools Technology Department

**Review/Evaluation/Revision of the Plan**

Computer Specialist  
Advisory Committee  
Principal/Instructor collaboration

Student Survey Grant Committee The timeline for review, evaluation, and revision of the plan is performed by the West Virginia Department of Education. Carver Career Center is required to follow the plan sanctioned by the WVDE. Review and evaluation of the plan are held by the state, and revisions are presented to the directors of the institutions at the WVDE CTE conferences held each year in July.